

GENERAL SERVICES OFFICE CAREER SERVICE BOARD

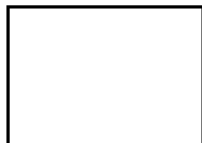
MINUTES OF THIRD MEETING

HELD

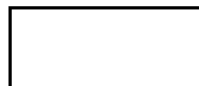
3:00 P.M. - 15 APRIL 1953

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PRESENT:



- Chairman



- Secretary

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1. The Chairman called the meeting to order at 3:00 p.m. and ordered the secretary to read the minutes of the last meeting.
2. The minutes were adopted as read without correction.

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3. The Chairman invited discussion with respect to the possibility of rotating [redacted] who had been nominated at the meeting of 19 September 1952 as the employee to fill the one GSO Career Service slot. It was pointed out that, although a tentative date had been established at a previous meeting for [redacted] to begin his rotation, it was agreed that due to the lack of adequate personnel at that time and the necessity for establishing the Agency Records Program, it was not feasible to release [redacted] for his rotation assignment. After discussion, it was agreed that [redacted] rotation should be further delayed until we are able to get additional personnel on duty, which may result in the selection of another individual in the interim and the selection of [redacted] for this purpose at some later date.

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4. The Chairman ordered the Secretary to report on the GSO Career Service activities which have been reported to the Career Service Board to date. This was done and the program appeared to be satisfactory with the exception that in many cases inadequate personnel precluded the rotation of individual employees for extended periods of time. However, many career service activities of GSO have been carried on for some time in day to day operations, which have not been previously reported to the CIA Career Service Board, such as transfers and reassignments within GSO, promotions, processing of personnel evaluation reports, conducting of tours of GSO activities for employees of other CIA activities in order to broaden their knowledge of GSO functions and inviting them to utilize the support services and facilities available in GSO. Requests from GSO employees for Agency approval in accordance with CIA Regulation [redacted] to engage in school courses outside CIA on their own initiative and at their own

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expense are submitted and processed as received. Each employee entering on duty is interviewed in this connection at the time he reports for duty in order that such information will be on file and proper approval obtained. The Chairman asked the Secretary to compile statistics regarding each of these activities and include such information in future reports to the CIA Career Service Board.

5. The Chairman directed the Training Liaison Officer to report on items discussed at Training Liaison Officers' meetings held since the last GSO Board meeting. The discussion that followed indicated that announcements of training courses were not being given adequate circulation. In order that such notices reach all employees, the Chairman directed the Training Liaison Officer and members of the GSO Career Service Board to be certain that complete distribution to every GSO employee is accomplished in the future. It was pointed out that by so doing we may be able to locate hidden talents and qualifications for positions in the Agency other than those now held by certain GSO employees which may not have been included on their Personnel Evaluation Reports. It was agreed by all concerned that we should not restrict GSO employees to engaging in training only for the fields in which the activities to which they are assigned are involved, but should encourage training in other fields in which subject has an interest and in which there are opportunities in other CIA activities for him to advance and further his career. Therefore, in the future, in keeping with the long range career service program, there will be no limitation on the selection of a training course by an employee, provided he meets other prerequisites and such training will contribute to his increased effectiveness in the service of the Agency.
6. A member of the Board [ ] raised the question of the large number of transfers from GSO to other CIA activities as compared to the small number of transfers of employees from other activities to GSO. It was pointed out that such transfers between activities are in furtherance of the Career Management Program in that the employees concerned are thereby given opportunities to broaden their experience in the Agency and advance in other fields of interest. It was also pointed out that among some of the reasons for these transfers is the large number of couriers who seek other assignments and other individuals who are seeking assignments in intelligence activities, both domestic and abroad. These opportunities are not available in GSO, and it was agreed that as long as the employees are benefiting themselves and their transfers are in accordance with existing Agency personnel regulations and will benefit the Agency as a whole, such transfers should be encouraged. It was thought that credit in this connection should be given GSO by the CIA Career Service Board.

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7. The Chairman opened the meeting to discussion on the subject of the planning of career service and rotation programs for GSO personnel in overseas activities. After some discussion, it was pointed out that GSO had met all requests for support personnel which had been placed upon it by operating activities but that it had been impossible to date to obtain adequate information on overseas programs, Tables of Organization, and projected personnel requirements. Therefore, the discussion of this item was deferred until a later date when there has been a clarification of information connected with this subject.
8. The question was raised by a member of the Board [redacted] as to the means by which employees may obtain information in the Agency of various types of educational programs available in the Washington area which they may pursue at their own expense. The Training Liaison Officer was directed by the Chairman to investigate this matter and report on same at the next meeting. The Training Liaison Officer was also requested to report at the next meeting on the action taken on Evaluation Reports with respect to the item wherein the employee states the position he feels he is best qualified for, if other than his present assignment in CIA, and the training recommended therein by his supervisor.
9. The meeting adjourned by order of the Chairman at 4:45 p.m.

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APPROVED:

[redacted]  
Chairman, GSO Career Service Board

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